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3 April 1963

MEMORANDUM FOR: Chief, AID/DDI

ATTENTION : Mr. [] 25X1

SUBJECT : Dissemination of Intelligence Reports Directly to DD/P Divisions by OGS

REFERENCE : My memorandum to AID/DD/P Attn: Mr. [] dated 21 March 1963; same subject 25X1

1. As requested we have reviewed again the matter of disseminating copies of intelligence informational material received by the Document Division, OGS, directly to the several DD/P Divisions. The elimination of the extra reading, routing and processing in [] should shorten the overall distribution time to the dissemination points in the division and should result in a net saving of total personnel now engaged in this activity. In addition there could be a record maintained in DD of dissemination to DD/P Divisions. There is presently no such record.

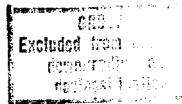
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2. Over 20,000 airgrams and information reports (excluding CJ reports) are received by both DD and [] each month. DD disseminators read all the documents for some 140 points and the AID disseminators repeat the process with their copies but for 120 additional points. We believe the Document Division disseminators could include these additional points in their reading but it would increase the analytical work-load by about 25%. This would require four more disseminators in the Document Division to do the job.

3. The marking of copies, attaching routing slips and the other clerical work needed to complete the distribution of the copies to the 120 additional points would be accomplished we believe by the addition of one GS-4 clerical job in our Distribution Unit.

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4. The "standard distribution" to the several DD/P Divisions for serial type documents (publications) received by DD and now presently distributed by [] (one point) could be accomplished by the addition of one GS-4 clerical job in our Standard Distribution Unit.



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5. We estimate that with a centralized dissemination in the Document Division the reports involved would be received by the DD/P Divisions 8 to 10 work-hours sooner in over 50% of the cases and somewhat sooner (2 work-hours) for the balance. With the present system, there is not only double reading but double handling, duplicate sorting and additional delivery steps and pick-ups involved.

6. The detailed reading requirements for the several DD/P Divisions should be reviewed for currency and practicability in the light of one centralized reading; and the DD/P Divisions should be apprised of the copy and specificity limits of the centralized dissemination process.

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7. To summarize, we recommend that the dissemination responsibility to the DD/P Divisions for the information material received by the JCK Document Division, be transferred from [] to the Document Division along with 6 I/C positions. If this is approved, it is recommended that representatives of [] and DD be assigned the job of drawing up a detailed plan to assure an orderly transfer and that appropriate instructions be issued regarding the registering of dissemination reading requirements by the DD/P Divisions with the Document Division.

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[]
Chief, Document Division

cc: AD/CR

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